

DEPARTMENT OF ARTS AND CULTURE

The Department of Arts and Culture is an equal opportunity affirmative action employer and it is its intention to promote representatively in the Public Sector through the filling to this post. Persons whose transfer / promotion / appointment will promote representatively will therefore receive preference. An indication in this regard will expedite the processing of applications.



- APPLICATIONS** : Please forward your application, quoting the relevant reference number to: The Director: Human Resource Management, Department of Arts and Culture, Private Bag X897, Pretoria, 0001. Applications can also be hand delivered to the Department of Arts and Culture, VWL Building, 202 Madiba Street, cnr Madiba and Paul Kruger Streets, Pretoria
- CLOSING DATE** : 29 June 2018 at 16:00
- NOTE** : Applications are hereby invited from suitably and qualified person to apply for the following post(s). Applications must be submitted on Form Z83, obtainable from any Government department or online at www.gov.za. All sections of the Z83 must be completed and signed and the application form should be accompanied by a comprehensive CV (including two recent and contactable referees) and Original Certified Copies of the applicant's ID and educational qualifications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) prior to the selection process. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Failure to submit the required documentation will automatically disqualify applications. No faxes or e-mails will be accepted. The Department reserves the right not to fill the above-mentioned post(s). The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to disclose memberships of boards and directorships that they may be associated with. The successful candidate will have to annually disclose his/her financial interests. Identified candidate(s) will be subjected to a Government specific competency assessment also the shortlisted candidate will be subjected to a technical test as part of the interview process.

MANAGEMENT ECHELON

- POST 24/01** : **DEPUTY DIRECTOR-GENERAL: ARTS, CULTURE PROMOTION AND DEVELOPMENT REF NO: 47/2018**
- SALARY** : An all-inclusive remuneration package of R1 370 973 per annum, consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : The applicants must be in possession of a post graduate qualification (NQF8) as recognized by SAQA. Qualifications in the field of arts, culture and heritage, would be an added advantage. 8-10 years proven experience in a senior managerial level in government or at a parastatal. Proven strong belief and commitment to good governance, development and excellence in arts and culture sector. The ability to drive transformation in the arts, culture and heritage sector. The candidate should demonstrate sound knowledge and understanding of government legislations/Act and Regulations pertaining to an administration of a government department. Knowledge, understanding and implementation of the Acts and Regulations pertaining to the arts, culture and heritage sector. Sound understanding of the National Programme of Action and the role of arts, culture and heritage (ACH) sector. Proven capabilities in general core competencies for SMS in the Public Service including. Strategic and leadership abilities, Programme and Project Management, Change Management, Financial Management, People

- Management and Empowerment. Excellent written and verbal communication skills, as well as broad understanding of policies in the national and international context.
- DUTIES** : The successful candidate will be responsible for executing the following:
Contributing to the growth and enhancement of competitiveness of the creative industries. Stimulating market access and increasing market demand and supply capacity across all sectors, promoting and developing the arts broadly, developing, promoting and protecting official languages in South Africa. Enhancement of the linguistic diversity of the country through policy formulation and implementation. Ensure that the translation and editing services to Government Services are rendered. Coordinate and monitor the Government Language structures. Develop of multilingual terminologies to support communication in official languages. Support the development of human language technologies that promote the usage of and access to official languages. Oversee management of the budget and resources of the branch.
- ENQUIRIES** : Ms N Ngcama Cell: 082 324 3637/ Ms Siena Botha Tel No: 012 441-3646
- POST 24/02** : **DIRECTOR: FINANCIAL ADMINISTRATION REF NO: 48/2018**
Branch: Corporate Services
- SALARY** : An all-inclusive remuneration salary package of R948 174 per annum, consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines.
- CENTRE REQUIREMENTS** : Pretoria
The applicants must be in possession of a (NQF Level 7) qualification as recognized by SAQA in the field of Financial Management or equivalent qualification. 5 years of experience at middle/senior managerial level, preferably in the Public Service. Knowledge of policies such as PFMA, Traveling, debt recovering Policy, Petty Cash, Suspense Accounts Policy, Salary Advance Policy, Dona funding Policy, Band ad Cash Management policy) Adequate experience in financial administration, bookkeeping and reporting. Strategic and leadership capabilities. Management and leadership skills, computer skills, problem solving skills, good communication and interpersonal relations, strategic planning, stakeholder relations, numeracy and entire controls.
- DUTIES** : The successful candidate's responsibility will be to: manage and provide effective and efficient financial services to the Department. Establishment of a system of internal control to mitigate risks, including the segregation of duties. To provide effective and efficient financial administration services to the Department and ensure that all financial transaction is accounted for accurately and timely during specific financial year. Conducting regular reviews of existing fees, tariffs etc. relating to revenue accruing to the relevant revenue fund. Compile interim and annual financial statement. Ensuring that the Department monthly expenditure is in accordance with cash flow projections Establishment age analysis reports and effective processes to collect outstanding debts. Establishment age analysis reports and effective processes to settle liabilities within 30 days. Ensure the implementation of PFMA treasury regulation and compliance thereof. Liaise with stakeholders, External and Internal auditors.
- ENQUIRIES** : Ms Nomtha Ngcama / Ms Siena Botha Tel No: 012 441-3646